

Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.

C-721

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RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY

Anne Arundel County

DIVISION Comm Serv

Item No.

Description

Retention

1. Budget

These files contain correspondence, forms, computer printouts, etc. relative to this departments budget request.

Retain 4 years, then destroy. (calendar years)

2. Personnel

These files contain all correspondence, forms resumes etc. relative to County Employees working in this department.

Retain 2 years after termination or until no longer needed, whichever is longer, then destroy.

3. Compensatory

These files contain records of compensation time earned and used by employees of this office.

Retain 2 years, then destroy.

4. General Correspondence & Administrative Files

Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other material relating to the administration of the department.

Screen Annually and destroy that material no longer needed for current business.

Directives, policies and other material related to the planning and policy that

Schedule Approved by Records Management Officer

4-21-93
Date

[Signature]

Schedule Approved by Chief Administrative Officer

9/29/93
Date

[Signature]

Schedule Approved by Agency, or Division Representative

9-15-93
Date

[Signature]

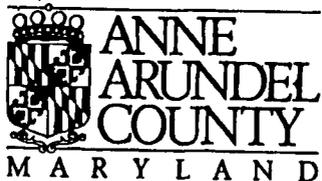
Schedule Approved by State Archivist

OCT 19 1993
Date

[Signature]

Signature

Item No.	Description	Retention
4.	General Correspondence and Administrative Files (cont'd)	illustrate the development of the department, retain permanently for eventual transfer to Maryland State Archives (MSA).
5.	<p>Special Projects</p> <p>These files contain documentation on all Special Projects managed by Community Services.</p>	Retain 6 years, then destroy. (calendar years)
6.	<p>Lists/Labels</p> <p>Folders contain list and labels for all Community Services lists (ex. Community Associations, Service Groups, Clubs)</p>	Retain 1 year, then destroy. (calendar year)
7.	<p>Beautification Grants</p> <p>These files contain Beautification Grant applications, correspondence, grant funding agreements, status reports, purchase orders, etc. necessary to maintain the County's matching Beautification fund of \$125,000.</p>	Retain 5 years, then destroy.
8.	<p>Environmental Grants</p> <p>These files contain Environmental Grant applications, correspondence, grant funding agreements, status reports, purchase orders, etc. necessary to maintain the County's matching Environmental fund of approximately \$85,000.</p>	Retain 5 years, then destroy.
9.	<p>Boards & Commissions</p> <p>These files contain appointment letters, correspondence pertaining to Boards and Commissions, resumes, newsclips, by-laws, legal references, computer printouts, etc.</p>	Retain Permanent transfer periodically to Maryland State Archives.



Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

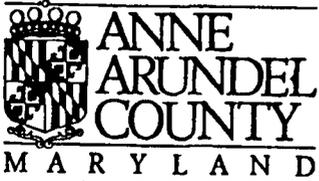
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Item No.	Description	Retention
10.	<p>Photo/Video</p> <p>These files contain photos, videos of Special Projects sponsored by Community Services</p>	<p>Retain Permanent transfer periodically to Maryland State Archives. (MSA)</p>
11.	<p>Publications</p> <p>These files contain newsletter publications published by Community Services</p>	<p>Retain Permanent periodically transfer to MSA.</p>
12.	<p>Case Files</p> <p>These files contain citizen complaint files, and reports. They document the receipt of citizen complaints and disposition of same.</p>	<p>Retain 5 years, then destroy.</p>
13.	<p>Consumer Files</p> <p>These files contain consumer complaints and reports. They document the receipt of consumer complaints and disposition of same.</p>	<p>Retain 3 years, then destroy.</p>
14.	<p>Volunteers</p> <p>These files contain correspondence and information pertaining to volunteers through our departments skills bank.</p>	<p>Retain 10 years, then destroy.</p>
15.	<p>Area Files</p> <p>These files contain correspondence relative to each specialist area.</p>	<p>Retain 5 years, then destroy.</p>
16.	<p>Zoning Notices</p> <p>These files contain Notice of Hearings and Zoning Reclassifications, Special Exceptions and Variances associated with the Special Exception cases.</p>	<p>Retain 10 years, then destroy.</p>



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Item No.	Description	Retention
17.	<p>Finance File</p> <p>These files contain Direct Payments, Petty Cash, Payroll Reports, Daily Timesheets, Cash Receipts, Expense Statements, Invoices, etc.</p>	Retain 5 years, then destroy.
18.	<p>News/Clips</p> <p>These files contain news on County Executive County Departments, and issues involving the County.</p>	Retain 8 years, then destroy.

INSTRUCTIONS - TYPE OR PRINT A
DATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE
(DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 2

1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

DEFINITION-RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

5. EARLIEST YEAR/LATEST YEAR

6. RECORD SERIES DESCRIPTION (

BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

7. RECORD SERIES FORMAT(S)

8. RECORD SERIES SEQUENCE

9. VOLUME

LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER (SPECIFY)

ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)

10. ANNUAL ACCUMULATION

FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)

11. FILE IS USED

DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

1 NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Arundel Center, 4th Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

YES NO

18. RECOMMENDED RETENTION

Permanent

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Magdalena Levine, Clerk

277-1784

9/30/93

DGS 550-4 (REVISED 2/87)

INSTRUCTIONS - TYPE OR PRINT A DATE FORM FOR EACH NEW OR REUSED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 278
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY
PAGE 2 OF 2

1. DEPARTMENT/AGENCY Anne Arundel County 2. DIVISION Community Services 3. UNIT

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE Photo / Video 5. EARLIEST YEAR/LATEST YEAR 1968 TO 1993

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
file contain photos & videos of special projects sponsored by department.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)
Photos + Video tape

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 10

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 10

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
NUMBER 1 MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Accented Ctr, 4th Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Permanent

19. NAME AND TITLE OF PREPARER
Gregulini Lucia, Clerk

20. TELEPHONE NUMBER
202-1784

21. DATE
9/30/93